

**TOWN OF ROWE**  
**Assessors' Administrative Assistant**

The Town of Rowe Board of Assessors is seeking applications for an Administrative Assistant for up to 10 hours per week, with additional hours as workload requires or to meet DLS municipal calendar. Non-benefited position. Requirements: excellent customer service, communication and organization skills; proficiency with word processing, spreadsheet and database software. Top candidates will be proficient with Patriot Properties' assessing software. DLS Course 101 certification required. If chosen candidate not certified, must receive certification within three months of start date. Job Description is available at <https://rowe-ma.gov/g/39/Board-of-Assessors> listed under ***Board of Assessors-Files***. Employment Application is available at <https://rowe-ma.gov/f/0/12/>. For additional information email [assessor@rowe-ma.gov](mailto:assessor@rowe-ma.gov) or call/leave message at 413-339-5520 ext.15. Position open until filled.

Submit application and resumé with cover letter by Friday, Feb 5, 2021 to:

Board of Assessors, Town of Rowe  
PO Box 462, Rowe MA 01367  
or email to [assessor@rowe-ma.gov](mailto:assessor@rowe-ma.gov)

**- AA/EOE/ADA -**